

# The Streamline VA Inbox Reset Kit

## 5 Simple Steps to Organise, Prioritise & Reduce Email Overwhelm

If your inbox is taking over your day, this quick-start guide will help you reclaim control. These are the exact strategies we use at Streamline VA to manage inboxes professionally and sustainably.

### Create a Smart Folder System

Set up folders/labels such as:

- ● Action Required
- ● Awaiting Response
- ✓ Completed
- 📁 Clients / Projects

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### Triage Your Inbox Daily

Spend 10-15 minutes at the start or end of your workday triaging new emails:

- Respond immediately if it takes <2 minutes
- Move into 'Action Required' if a task is needed
- Archive or delete what's no longer relevant

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### Use Templated Replies

Identify emails you send often (e.g. booking confirmations, onboarding instructions) and turn them into templates. Both Gmail and Outlook support email templates. This can save hours each week.

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### Schedule Email Blocks (Not Constant Check-Ins)

Turn off notifications and set specific times to check emails — e.g. 10am and 3pm. This prevents your inbox from running your day and improves focus.

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### Learn Keyboard Shortcuts

Boost your speed by learning a few key shortcuts. A few favourites:

- Gmail: E to archive, R to reply, Shift + U to mark as unread
- Outlook: Ctrl + R to reply, Ctrl + Shift + M to compose, Ctrl + Q to mark as read